

## **Individual New Properties – Basic Guidelines**

To enable the Address Management Team to process applications as efficiently as possible, developers should submit:

- **Completed application form** (available at Appendix Three of Address Management Policy and at [www.scambs.gov.uk/snn](http://www.scambs.gov.uk/snn)).
- **Site layout plan.** Plans should be the latest approved under planning for the new property and should clearly show the primary access point to the property from the highway. In addition, any plans should indicate the location of the new building in relation to neighbouring properties on the street.

Upon receipt of the above, the Address Management Team will:

- **Contact the developer to arrange payment for street naming and numbering services.** For information on payment methods, please see Section 4 of the Address Management Policy.
- **Assign an appropriate street number to the property.** New properties will be numbered in accordance with the pre-existing numbering sequence on the street. If necessary, an alphabetical suffix (e.g. 5A) will be used to address a property.
- **Notify interested parties of the new address.** A range of internal Council departments are informed of the new address. Royal Mail are also informed of new single addresses for the purposes of allocating the property a postcode.
- **Confirm official new address to the developer.**

Please note:

- Developers should ensure that they have the necessary planning permission before applying.
- Property addresses cannot be released until the foundations of buildings on the site are in place.
- Developers of individual new properties may submit a naming proposal for the new address. However, in the vast majority of cases a number will be assigned to the new property and will act as the official identifier. Names may only be used in addition to an officially assigned number and are not considered a replacement.

**For further information on the addressing of new single properties, please see Section 2.3 of the Address Management Policy.**

**For an application form, please see Appendix Three of the Address Management Policy or complete a form online at [www.scambs.gov.uk/snn](http://www.scambs.gov.uk/snn)**

**Please direct any enquiries to [address.management@scambs.gov.uk](mailto:address.management@scambs.gov.uk) or call 03450 450 500.**